

*Amethyst House Addiction Services  
Administrative Policies & Procedures*

**SUBJECT: Donor Confidentiality**

Policy: Amethyst House solicits supports of our mission for donations. Amethyst House treats donor personal information as confidential.

Procedural Guidelines:

- A. Donor's personal information includes but is not limited to the following: name, address, phone numbers, email address and the amount of their contribution.
- B. Donor's personal information is entered into a secure, password protected website "Network For Good" previously "e-Tapestry".
- C. Donor's personal information maybe stored in the appropriate locked filing cabinet and will be shredded when discarded.
- D. Amethyst House will never share or sell donor's personal information to anyone outside of the organization.
- E. If credit card information is given, the information is only kept with the transaction receipt with the deposit. AH will not retain complete credit card account numbers and does not store the security code.
- F. Donations that are given through our website are secure via Network for Good previously Paypal.